

Chief, Management Staff

11 April 1957

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Weekly Report - Week Ending 10 April 1957

1. Contributions

a. Tangible

- (1) Records Center received 114 cu. ft. of inactive records and destroyed or transferred 55 cu. ft.
- (2) Fourteen new and revised forms completed.
- (3) Reviewed eight requisitions for filing equipment; returned two to the originators for further consideration. One of those approved is for additional modern equipment for use in DD/P that will provide them with greater filing space and faster reference.
- (4) Completed the evaluation of four employee suggestions.

b. Intangible

- (1) Arranged for the return to the contractor 41,000 unsatisfactory forms. The contractor has agreed to replace them.

2. Assignments (Active)

- a. Installation of filing system in Graphics Registry
- ✓ b. Installation of filing system in Applied Science Divisions, OSI
- c. Twenty-four new and revised forms in process.
- ✓ d. Records Disposition Survey, OCR
- ✓ e. Use of Shelf Filing - Biographic and Industrial Registers
- ✓ f. Use of Shelf Filing - Office of Security

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g. Records Management Survey - Stock Management and Requirements
Section, Logistics Office

h. Records Disposition Survey - Commercial Staff

3. News

a. [] completed the OTR "Basic Management Course."

b. [] completed "Form and Guide Letter Course"
conducted by the National Archives.

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- 2 -

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